



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 04-10-045A	OPENING DATE: 05-24-10	CLOSING DATE: 06-21-10	OPEN TO ALL APPLICANTS
POSITION: Courtroom Support Instructor JS-945-11	TYPE OF APPOINTMENT: Career Service	SALARY: \$62,467 - \$81,204 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Criminal	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Incumbent develops a training curriculum for Courtroom Support Branch staff, Courtview, Court Smart, and other computer programs used by the Branch. Develops training materials and instruction manuals for procedures. Coordinates training and instructs staff on new procedures. Coordinates continued training for courtroom clerks during Judicial Conference and Training dates, in coordination with management's requests. Consults and coordinates with the Center for Education, Training, and Development in developing curriculum and training material. Develops measurement systems to monitor comprehension of training materials and training content. Consults and coordinates with the Human Resources Division to ensure validity of testing activities. Keeps up-to-date and employs new training procedures as necessary. Incumbent will be required to assist for courtroom coverage as needed.

MINIMUM QUALIFICATIONS: A bachelor's degree in criminal justice, education, liberal arts, or a related degree and three (3) years of relevant experience utilizing written and oral communication skills. Equivalent levels of experience can be substituted for education, on a year-by-year basis. Experience working on a personal computer in a Windows environment required. Some familiarity with the criminal justice system, judicial branch, or legal terminology preferred. **Documentation of education must be submitted with your application or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. You must complete, and submit with your application, the attached SUPPLEMENTAL APPLICATION FORM (SAF), on which you must describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to submit the SAF with your application will disqualify you from further consideration.**

NOTE: YOUR RANKING FACTORS WILL BE DETACHED FROM YOUR APPLICATION AND RATED INDEPENDENTLY. DO NOT REFER TO INFORMATION ON YOUR APPLICATION, AS THE RATERS WILL NOT HAVE ACCESS TO IT. PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME, AS YOUR IDENTIFICATION ON YOUR RANKING FACTORS.

1. Knowledge of courtroom procedures, rules, case flow processing and documentation required for criminal case processing and detention and/or release of defendants.
2. Ability to communicate effectively, orally and in writing, in order to provide training to court staff, using clear and understandable methods.
3. Ability to read and interpret written documents, and to apply procedural guidelines, using independent judgment.
4. Ability to review and evaluate written documents for completeness and correctness of entries.
5. Ability to operate a courtroom and perform all of the courtroom support functions.

SELECTION PROCESS: After a review of applications and ranking factors, clerical testing, written test, interviews, writing samples and/or further screening may be required of the highest qualified candidates.

Submit D.C. Courts Application and Supplemental Application Form:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.;

FAX to (202)879-4212; email to jobs@dcsc.gov

For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

SUPPLEMENTAL APPLICATION FORM

Ranking Factors Response

Courtroom Support Instructor, Criminal Division

The following five Ranking Factors will be used to rate your qualifications for Courtroom Support Instructor. For each of the five factors, check the statement below the factor that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** *If you need more space for your verification, please attach additional sheets of paper. **THIS MUST BE ACCOMPANIED WITH YOUR OFFICIAL D.C. COURTS APPLICATION.** Failure to provide this document will prevent you from being considered.*

I. Knowledge of courtroom procedures, rules, case flow processing and documentation required for criminal case processing and detention and/or release of defendants.

A. Experience:

- ☐ I have not used this knowledge in a full time position.
- ☐ I have used some of this knowledge as part of a team/unit involved in courtroom support role.
- ☐ I have used most of this knowledge extensively in a full time position with close monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge. Because of my expertise, I am normally consulted by others to assist them with: courtroom procedures, rules, case flow processing and documentation.

Provide a brief description of your experience utilizing this knowledge in each of the courtroom support areas listed above, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

B. Education:

- ☐ I have not taken any courses in the area of criminal justice.
- ☐ I have taken college courses in criminal justice or a related field at the associate's degree level, but did not receive a degree; OR I have taken several training courses in the field.
- ☐ I have taken college courses in criminal justice or a related field at the bachelor's degree level, but received a degree in another area.
- ☐ I have received a bachelor's or master's degree in criminal justice or a related field, and have taken additional training courses in the field.

Degree, School and Date (Attach Documentation):

2. Ability to communicate effectively, orally and in writing, in order to provide training to court staff, using clear and understandable methods.

A. Experience:

- ☐ I have not had an opportunity to display this ability.
- ☐ I have used this ability in a limited capacity over the past year. I have made presentations, on a limited basis, to peers or subordinates on a limited range of topics.
- ☐ I have used this ability over the past two years on a daily basis. I develop and present orally and in writing to superiors, after my presentations are reviewed and approved by a supervisor.
- ☐ I have used this ability extensively over the past three years on a daily basis as a trainer. I have excellent oral and writing presentation skills, and have advised a wide variety of personnel from executive level to the public. I am considered an outstanding presenter.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

3. Ability to read and interpret written documents, and to apply procedural guidelines, using independent judgment.

A. Experience:

- ☐ I have not had an opportunity to display this ability.
- ☐ I have limited experience using this ability. I have performed some of these tasks to a limited degree when assigned.
- ☐ I have used this ability working in a position in an agency where I was required to apply these skills on a daily basis.
- ☐ I have used this ability working in a position in a Courtroom setting or department where I was responsible for three (3) or more employees. I performed all of these tasks on a daily basis.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

4. Ability to review and evaluate written documents for completeness and correctness of entries.

A. Experience:

- ☐ I have not had an opportunity to display this skill. It is not a normal part of my responsibilities.
- ☐ I have used this skill as part of a team/unit involved in a Courtroom Support Capacity. I shared responsibility for this skill with others.
- ☐ I have used this skill extensively in a full time Courtroom Support position with close monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this skill. Because of my expertise, I am normally consulted by others to assist them with this factor.

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

Provide a brief description of your experience utilizing this skill, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

5. Ability to operate a courtroom and perform all of the courtroom support functions.

A. Experience:

- ☐ I have not had an opportunity to display this ability. It is not a normal part of my responsibilities.
- ☐ I have limited experience using this ability. I have performed similar tasks, not directly related to Courtroom support functions and responsibilities.
- ☐ I have used this ability in a full time courtroom support position with courtroom operation responsibilities, along with courtroom support functions.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this ability, and have served in the capacity of supervisor. Because of my expertise, I am normally consulted by others to train and instruct on this factor.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER.